

**PLANNING COMMISSION
MEETING MINUTES
Monday, July 5, 2022**

I. Call to Order and Roll Call

The Meeting of the Planning Commission was called to order at 7:00 PM by Chairman Matt Kowalski with roll call:

Matt Kowalski, Chair	Thomas Phillips– 7:01PM	Jim Carty
Allison Heatley	Kyle Marsh -ABS	Karen Roberts
Chet Hill	Wa Hubbard, Ex-officio	Tom Covert-ABS

Student Reps: Brock McIntyre present, Charlotte Bruderly (ABS) and Julian Malek (ABS)

Also present: Michelle Aniol, Community Development Manager; Pamela Weber, Recording Secretary; Grace Whitney, Associate Planner; Megan Masson-Minock, Consulting Planner Carlisle Wortman; Marcus McNamara, OHM Advisors

Also attending remotely: Tom Covert

II. Action on Meeting minutes from: Regular Minutes of June 6, 2022

Motion Roberts; support Heatley to approve the June 6, 2022 Regular Meeting Minutes as presented.

Unanimous voice vote approval with Marsh and Covert absent.

III. Approval of agenda

Motion Roberts; support Carty to approve the agenda as presented.

Unanimous voice vote approval with Marsh and Covert absent.

IV. Public Hearing(s) - None

V. Pre-Arranged Participation - None

VI. Reports of Officers:

A. Chairman Report – Introduction of three new student representatives, Brock McIntyre, Charlotte Bruderly, and Julian Malek. Mr. Covert will join the next meeting in person as the new member of the Planning Commission.

- B. Planning Commissioners and Council Ex officio Reports –
Commissioner Hubbard reported that City Council in having on-going productive discussions about the fire station. Absentee ballots have been mailed. The sale of the two Forest St. properties to the DDA is on the August ballot. Mayor Keough wrote the following three proclamations:

- June 19th as Juneteenth Independence Day
- June as Pride Month
- The first Friday in June as National Gun Violence Awareness Day

Ms. Hubbard attended the Pride Festival and assisted Mayor Keough with the proclamation for Pride Month. Mr. Keough also wrote a proclamation and presented it to Dan Schlaff during his last City Council meeting. After 37 years of service, Mr. Schlaff retired on June 30, 2022.

Tim Stewart is the new DPW Superintendent and he is doing a good job.

- C. Committee Reports –
Commissioner Hill stated there was a ZBA meeting where a 3.4' variance was approved for a setback on an addition to a house on the corner of Inverness and Fourth. It was the first ZBA meeting in a year.

XII. Community Development Office Reports – CDM (will be provided prior to meeting)

Ms. Aniol reported the following:

- There is some activity for potential new businesses. There is an applicant with an off-premise premiere whiskey ~~tasking~~ tasting room (Highline Spirits) for the old Encore Theatre building's center space. The business owner is a person who grew up in the Dexter area. She was in healthcare, covid hit and she is now home with her children and started the business. They will come in for a special land use approval. We expect an application coming in.
- The Mill Creek Brewery applicant is in a holding pattern. They want to see the final changes on the zoning ordinance. They would like to have approval, but are also waiting due to current construction costs.
- Second Street is pretty much done. The sidewalk to First Street Park (commonly known as Horseshoe Park) is complete and very nice.

VII. Citizen Wishing to Address the Commission (Non-Arranged Participation) –

Mr. Tom Covert, 3550 Edison St. joined the call via Zoom. He is the new Planning Commission member.

VIII. Old Business –

- A. AP2021.22-14 CSP Kids' Land Montessori, 2870 Baker Road – POSTPONED on June 6, 2022; Continue consideration of revised combined site plan for a proposed change of use at 2870 Baker Road, from mixed use, residential and medical/professional offices to a private school.

Ms. Megan Masson-Minock, from CWA presented her second review of the site plan. Ms. Masson-Minock summarized her review, which was included in the meeting packet, regarding natural features; parking, loading and circulation; site access and circulation; and landscaping issues associated with the site plan and offered corrective measures the applicant should take.

Mr. McNamara from OHM reported the following: The site water service is unique. They will splice the two existing water services into one meter. We would like more information about how drop-off and pick-up will work operationally (circulation wise). We agree with putting a curb between the parking lot and the sidewalk to protect the children. It is on the submitted plan. They are still working on the vertical design for all of the ADA at the front of the building (drop off and pick-up).

Ms. Aniol stated the DAFD is recommending the project move forward and then explained the Commission needed to decide if 1) does the proposal meet the standard 21.09.A.6 or are there improvements/changes or conditions needed in order to bring the site into compliance with the standard, and 2) Is a deviation from parking standard under section 5.01G warranted?

Ms. Mariah Fink, the school owner Mr. Tahir Mohammad, the project architect and the engineer reported: The parking and circulation flow is very smooth. There is one-way flow entering from the south and exiting north with no left turn onto Baker Road. We now have seven spaces for drop off and pick up. There will be a sign at the building reminding families of the circulation requirements. Typically, the staff assists children out of the parent's car and into the building.

The stacked parking in front of the garage will be removed. Parents get a handbook and a contract with a clear picture of the flow of traffic. They must agree they will not cause traffic to back up onto Baker Rd. There is abundant close public parking available. There is an alcove between the garage and the front of building for waste receptacle use. Sample boards for building material are available tonight for review. Regarding fencing, picket fencing

can cause a safety issue for children. We may need to put cyclone fence behind the picket fence.

There was Commissioner discussion about traffic circulation, safe loading and unloading of students, staff and customer parking, fencing material/style and landscaping options. After much discussion, the Planning Commission recommends an assessment by a traffic engineer.

Motion Hill; support Phillips that based on the information provided by the applicant, staff, CWA, OHM, and DAFD, and reflected in the minutes of its the July 5, 2022 meeting, and pursuant to the requirements of Article XXI of the Zoning Ordinance, the Planning Commission recommends approval of AP2021.22-14 Combined Preliminary and Final Site Plan for Kid's Land Montessori, revision dated June 17, 2022 to City Council, subject to the following conditions:

1. Enrollment shall be capped at 40 students/children;
2. A written drop-off/pick-up management plan shall be submitted for administrative review and approval;
3. There shall be no staff parking on-site, with the exception of the 2 garages spaces;
4. The applicant's offered to dedicate the public right-of-way shall be accepted;
5. Staff review dated, July 1, 2022;
6. CWA review dated, June 24, 2022;
7. OHM review dated, June 27, 2022; and
8. DAFD review dated, June 21, 2022.
9. The fence along the southern property line is of the same quality as the proposed vinyl fence for the property.
10. The applicant will have a recommendation drawn up by a traffic engineer to be reviewed by Staff and OHM and subject to their approval.

Ayes: Hubbard, Carty, Roberts, Phillips, Hill, Heatley

Nays: Kowalski

Absent: Covert, Marsh

Motion Carries

- B. Zoning Ordinance Update – Review and discussion of edits and changes to the Zoning Ordinance Update, which were requested by the Planning Commission at during its June 6th meeting.

Ms. Masson-Minock led the discussion and stated there are three options for tree replacement in the ordinance:

1. Keep the table as is;

2. Have a 1:1 ratio for landmark trees;
3. Have a 1:1 ratio for anything 8" in caliper or greater

Discussion included:

- There are no strong examples of the current ordinance being insufficient;
- Mature trees lend value to our community;
- We cannot save a 24" tree that is in the way of a project;
- There is a threshold for the size of tree that can be planted successfully;
- The current ordinance does allow developers/builders to bring in larger trees, as the minimum replacement size is 2.5" caliper;
- The Planning Commission can approve waivers;
- We should include guidance on when trees may be removed, such as if existing trees are in the way of essential services, utility lines, or within proposed building envelopes, sidewalks, paths, driveways, and/or streets.
- The heading and focus of Section 6.06.D should be changed to communicate that contribution to the tree fund is a last resort.

Ms. Masson-Minock led the discussion on changes to the ordinance for parking minimums related to dwelling units, restaurants, and places of worship.

There was consensus on the following regulations:

- Single-Family Dwelling Units – 1 space per dwelling unit for single family detached homes & a maximum of 3 garage spaces facing the street
- Multiple-Family – 1.0 space per unit in instances where public on street parking is available. For those instances when it is not, a minimum of 1.2 spaces per dwelling unit, in order to have guest and/or additional household parking.
- Restaurant – sit down type with liquor license and Bar/lounges/night club with liquor license and dancing – 10/1,000 sq. ft.
- Restaurant – standard (a family type restaurant without a bar or lounge area) – 7/ 1,000 square feet of gross floor area
- Restaurant – take out or fast-food only without a drive-through window – 1/ 100 square feet gross floor area
- Places of worship – retain current standard.

The Planning Commission made the following decisions regarding parking:

- Commissioners agree to adding an item 4 to Section 5.05.A that specifies that the floor area in the Schedule of Minimum Number of Required Parking Space by Use applies to indoor facilities only and outdoor areas are not to be included in calculations.

- Parking Waiver

It is warranted to factor in public parking within a five-minute walk when considering parking requirements in the proposed Village Commercial and Baker Road, as well as for non-residential uses in the proposed Village Residential zoning districts. The 1,320-foot buffer is an industry standard for a five-minute walk. Commissioners also asked for the following:

- Criteria for waiving parking within the 5-minute walk, including a ratio; and
 - Exempt employees from using public parking.
- Small scale alcohol production should be added to the allowed uses as a specific use referencing the licenses from the State of Michigan.
 - Commissioners suggest using visuals during the public hearing on the zoning ordinance.

IX. New Business –

- A. Annual Review of Bylaws – Due to the hour, staff suggested delaying this item until the Commission's August meeting and Planning Commission agreed.

XII. Election of Officers

Motion Carty; support Hill to nominate the current slate: Mr. Matt Kowalski, chair; Mr. Thomas Phillips, vice chair; Ms. Alison Heatley, secretary.

Ayes: Hill, Phillips, Carty, Roberts, Heatley, Hubbard, Kowalski

Nays:

Absent: Covert, Marsh

Motion carries

X. Proposed business for Monday, August 1, 2022:

- A. Public Hearing – Zoning Ordinance Update
B. Annual Review of Bylaws

XI. Citizens wishing to address the Commission – None

XII. Adjournment

Motion Heatley; support Roberts to adjourn at 9:27 PM.

Unanimous voice vote approval with Covert and Marsh absent.

Respectfully submitted,

Pamela Weber

Recording Secretary

Approved for Filing: August 1, 2022